Instructions for Using NM Petroleum Storage Tank Bureau Online Resources 10/20/2021

These online instructions will help you find:
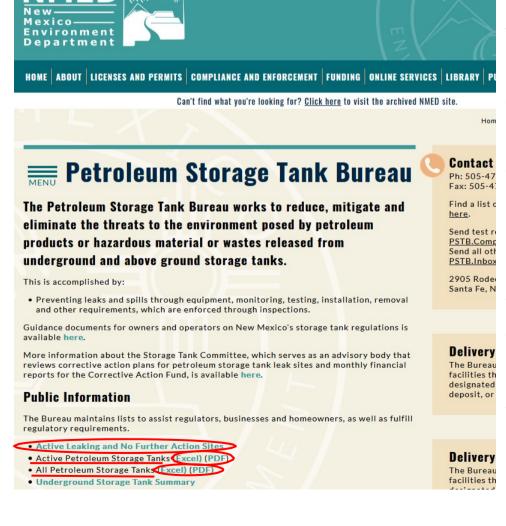
Facility ID and/or Release ID, which you'll need if filing an information request
NFA letters
Documents such as most recent remedial action report and inspection report

1. Please go to the Petroleum Storage Tank Bureau home page: https://www.env.nm.gov/petroleum_storage_tank/.

Click on the Active Leaking and No Further Action Sites link to obtain information on active leaking and NFA sites:

The **PSTB release County City** documents (**PSTB Active Leaking Petroleum Sites**) list active sites by county and city.

The **PSTB Release Priority** documents list active sites by priority.

The **PSTB Release NFA** documents list NFA sites (sites for which no further action is currently required) by county and city. Click on the Excel version of the document you need (probably either PSTB release County City or PSTB Release NFA), then click Download in the window that opens. You can search a spreadsheet by pressing Ctrl+F, or by going to Find & Select (all the way to the right) on the 'Home' tab of the spreadsheet, selecting Find, and entering an address or part of an address, a name, or any information you'd like to search on and then clicking on Find Next repeatedly to find all records that fit your search. **You can download the No Further Action (NFA) letter for many sites by clicking the link in the last column of the NFA spreadsheet.**
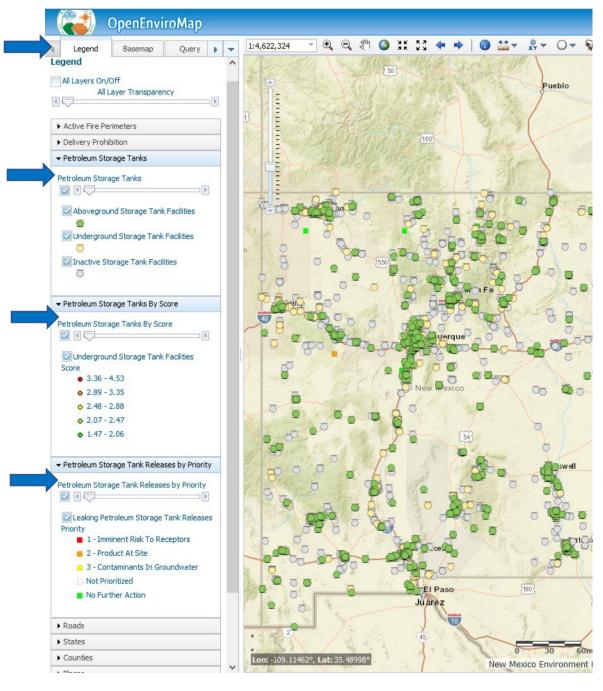
- If the No Further Action letter is not online and you need it or any other information, submit an information request. Instructions for that are below.

2. If you are looking for information about the presence of underground or aboveground storage tanks at an address, please download the **All Petroleum Storage Tanks** list, also at https://www.env.nm.gov/petroleum_storage_tank/. This lists all storage tanks in the state that fall or fell under our regulations and have been registered with us,
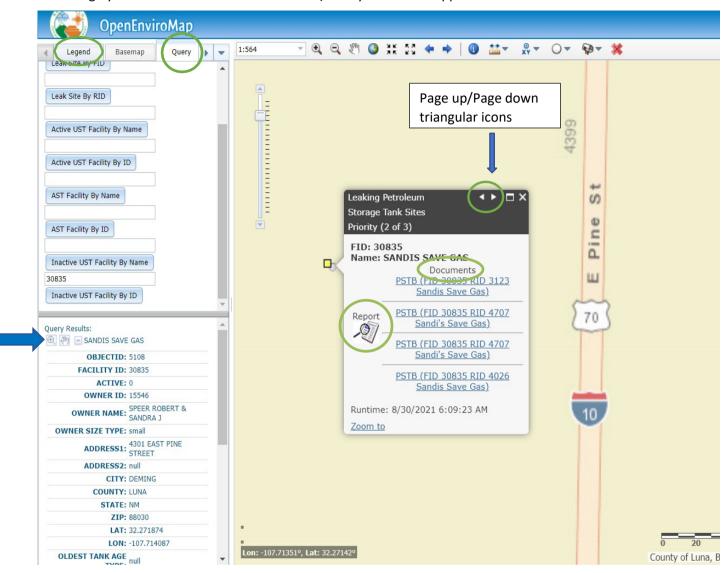
whether they are still present or not. This spreadsheet can be searched the same way as the above ones. If you only need to know about tanks that are currently in use or temporarily out of use, download the **Active Petroleum Storage Tanks** list. The Excel versions of these lists will probably be most useful.

3. The Petroleum Storage Tank Facilities and Release Sites (GoNM) map also enables you to locate quite a bit of information that will facilitate your search, **including NFA letters**. Not all information about each site and facility has been uploaded there, but many documents have been.

- Instructions for GoNM: Go to https://www.env.nm.gov/petroleum_storage_tank/. At upper right, go to Library -> Maps and Data -> Petroleum Storage Tank Facilities and Release Sites or click on Petroleum Storage Tank Facilities and Release Sites.

Once you are in GoNM (It says OpenEnviroMap* at the top and has Petroleum Storage Tanks in the legend), **if you want to see information about all types of facilities**, including those from which all known tanks have been removed, make sure the 'Legend' tab at the top left is selected (if not, click on it), and make sure you check all the boxes for: **Petroleum Storage Tanks**, **Petroleum Tanks by Score,** and **Petroleum Storage Tank Releases by Priority.**

A. **If you know the name, Facility ID, or Release ID** of the facility or site, click on the tab that says "Query" at the top left. Enter the number OR name in the appropriate blank space. (NOTE: There are separate boxes for different types of sites. **The categories are not exclusive, so if you don't get results from one box, try another**. Don't enter a name where it asks for ID or vice versa, though. Searching by PSTB IDs is more reliable than searching by a name due to variations in name.) Query results will appear at bottom left.

Click on the plus sign inside the magnifying glass symbol. A black outline will appear around the shape representing that site or facility on the map. Keep clicking on that plus sign until the map is zoomed in enough, and follow the directions below for "if you do not know the name or ID."

B. **If you do not know the name or ID** for the facility or site, you may want to use an online map that allows you to search by address first. Then use the zoom slider at the upper left of the GoNM map to zoom in to the area you are interested in. Click on the hand at the top and then click on the map to move it. Colored and white shapes represent facilities that have or had tanks and/or have been involved in a release. When you magnify the map to a certain point, facility names appear. To find out more about a facility, click on the white 'i' inside the blue circle at top of the screen and then click on the **shape** that represents that facility (**not** the name of the facility).
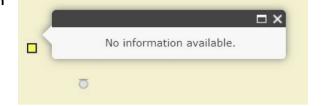
C. If you see "No information available," make sure you are clicking directly on the shape. When the dialog box pops up, you can click on either the **Report** or any link under **Documents**. Many No Further Action letters and other documents are accessible and downloadable through the **Documents** link. Clicking on the icon under **Report** at the left of the dialogue box will yield additional information. **Often there is a triangle (like a "play" symbol on a media player) at the top right of the dialog box. Click on it, and another page of information will open. Look through all of the pages, scrolling down on each page, to find all of the uploaded reports.**

D. Usually, two symbols overlapped fall apart for each facility when you zoom in enough. Please click on both symbols to see any documents uploaded for that facility.

E. If you have questions about any of these resources, call the number at the top of these instructions or Sushila Khadka at 505-470-2759.

4. After consulting all these resources, if you need further information or are required to contact us, you may submit an information request (an IPRA -Inspection of Public Records Act request). Please include the information you've found (say no information if none; say if you found information on leaks; and if possible, say whether there are tanks and whether they are underground or aboveground).

In addition, please continue to use any FID's (facility identification numbers) or RID's (release identification numbers) you've found for the facilities or releases for which you are seeking information, and please state specifically which records you're looking for. Instructions and form are here Public Records Request. If you have many sites, please refine the list of sites for which you need information by categorizing the sites as NFA sites, Active Leaking sites, or sites that are not indicated to be leaking. In addition, indicate which information you need for which sites. Thank you for using our online resources! They are intended to make it easier for you to get the information you need.

*There is another OpenEnviroMap at a different web address, but it doesn't have tank information.